

## LESSON PLAN

### Unit 12. HERITAGE

**X-XXX-XXX2 Rev B**

#### Topic 12.1 Heritage (Military Honors and Courtesies)

CLASS PERIODS: 2

LAB PERIODS: 0

#### Enabling Objectives:

- 8.1 **IDENTIFY** the Hand Salute in accordance with Basic Military Requirements, NAVEDTRA 12042
- 8.2 **IDENTIFY** Honors and Courtesies rendered in accordance with Basic Military Requirements, NAVEDTRA 12043
- 8.3 **IDENTIFY** Colors' Ceremony in accordance with Military Requirements for Petty Officer Third Class, NAVEDTRA 12044

#### Trainee Preparation Materials:

##### A. Trainee Support Materials:

- 1. None

##### B. Reference Publications:

- 1. None

#### Instructor Preparation:

##### A. Review Assigned Trainee Material

##### B. Reference Publications:

- 1. Basic Military Requirements, NAVEDTRA 12043
- 2. Military Requirements for Petty Officer Third Class, NAVEDTRA 12044

##### C. Training Materials Required:

- 1. Transparencies
  - a. Colors' Ceremony, 12-1-11
  - b. Colors' Ceremony Procedures, 12-1-13
  - c. Gun Salutes, 12-1-10
  - d. Hand Salute, 12-1-2
  - e. Hand Salute Procedures, 12-1-3
  - f. Hand Salute Procedures, 12-1-14
  - g. Heritage (Military Honors and Courtesies), 12-1-1
  - h. Manning the Rail, 12-1-8
  - i. Military Honors and Courtesies, 12-1-6
  - j. National Ensign/Union Jack, 12-1-12
  - k. Passing Honors Procedures, 12-1-7
  - l. Side Honors, 12-1-9
  - m. Summary, 12-1-15
  - n. When to Salute, 12-1-5

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#### **Topic 12.1 Heritage (Military Honors and Courtesies)**

- o. Whom to Salute, 12-1-4

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#### Topic 12.1 Heritage (Military Honors and Courtesies)

##### DISCUSSION POINT

###### 1. Introduction

##### RELATED INSTRUCTOR ACTIVITY

###### 1. Establish Contact.

Write name on VAP board.

Introduce Yourself.

Through knowing your heritage and the reason why things are done the way they are, will help you stand tall and be proud of what you have become.

In this lesson, we will discuss military honors and courtesies, including the hand salute. We will also discuss the colors' ceremony.

State Lesson Objectives.

Reference Basic Military Requirements, NAVEDTRA 12043.

###### 2. Heritage (Military Honors and Courtesies)

###### 2. Show Transparency 12-1-1, Heritage (Military Honors and Courtesies).

###### a. Hand Salute

###### a. Show Transparency 12-1-2, Hand Salute.

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#### Topic 12.1 Heritage (Military Honors and Courtesies)

##### DISCUSSION POINT

##### RELATED INSTRUCTOR ACTIVITY

- (1) Purpose - a symbol of respect and honor
- (2) The salute is a symbol of respect and a sign of comradeship among service personnel
- (3) History
  - (a) Originated when men in armor raised their helmet visors so they could be identified
  - (b) Hand salute came to us from the British Navy with the junior Sailor uncovered when meeting or addressing a senior Sailor
- (4) Procedures when standing:
  - (a) Face the person you are saluting

- (4) Show Transparency 12-1-3, Hand Salute Procedures.

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##### DISCUSSION POINT

##### RELATED INSTRUCTOR ACTIVITY

- (b) Salute from a position of attention
- (c) Upper arm parallel to deck or ground
- (d) Forearm inclined at a 45 degree angle
- (e) Hand and wrist straight
- (f) Palm slightly inward with thumb and fingers extended
- (g) Forefinger touching cap bill slightly over the right eye
- (h) Look directly into the eyes of the person being saluted

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##### DISCUSSION POINT

##### RELATED INSTRUCTOR ACTIVITY

- (i) Accompany your salute with a cheerful, respectful greeting:
  - 1) Good Morning, Sir/Ma'am
  - 2) Good Afternoon, Sir/Ma'am
- (5) When walking:
  - (a) Salute is rendered when six paces from the person saluted or at the nearest point of approach
  - (b) The maximum saluting distance is thirty paces
  - (c) Always include the greeting

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##### DISCUSSION POINT

##### RELATED INSTRUCTOR ACTIVITY

- (d) If both hands are full and you are unable to render salute, acknowledge the person with a proper greeting
- (6) Whom to salute:
  - (a) All officers
  - (b) Civilians who are entitled
  - (c) Those who are entitled because of duty status (e.g., Officer of the Deck (OOD))
  - (d) Aboard ship:
    - 1) Required to salute all flag officers (above paygrade of Captain)
- (6) Show Transparency 12-1-4, Whom to Salute.

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##### DISCUSSION POINT

##### RELATED INSTRUCTOR ACTIVITY

- |  |   |
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| <ul style="list-style-type: none"><li>2) The commanding officer</li><br/><li>3) Visiting officers on every occasion of meeting, passing near, or being addressed</li><br/><li>4) On your first daily meeting, you salute all officers who are attached to your ship or station</li><br/><br/><li>(7) When to salute:<ul style="list-style-type: none"><li>(a) Aboard ship:<ul style="list-style-type: none"><li>1) When boarding, stop upon reaching the upper platform on the accommodation ladder or the shipboard end of the brow</li><br/><li>2) Face the National Ensign and salute</li></ul></li></ul></li></ul> | <ul style="list-style-type: none"><li>(7) Show Transparency 12-1-5, When to Salute.</li></ul> |
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##### DISCUSSION POINT

##### RELATED INSTRUCTOR ACTIVITY

- 3) Then salute the OOD
- 4) When leaving, first salute OOD, then the National Ensign
- 5) When ever you arrive or depart a ship, always display your ID card
- (b) In a group - if enlisted personnel and officers are standing together and a senior officer approaches, the first to see the senior should call out "Attention" and all should face the officer and salute
- (c) Overtaking - pass on left and salute when abreast of the officer. Then ask "By your leave, Sir/Ma'am"
- (d) Reporting - salute accordingly unless indoors (uncovered, therefore don't salute)

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##### DISCUSSION POINT

##### RELATED INSTRUCTOR ACTIVITY

- (e) In vehicles - salute all officers in vehicles
- (f) At a crowded gathering or congested areas, you normally salute when addressing or being addressed by officers
- (g) Call "Attention on deck":
  - 1) When a flag officer, CO, or visiting officer (senior to CO) comes into a space or passageway
  - 2) The only exception is when maintenance is being performed that could cause an unsafe condition
- (8) When to drop a salute - after the senior member drops his/her salute

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##### DISCUSSION POINT

##### 3. Military Honors and Courtesies

- a. Help keep discipline and order in a military organization
- b. An act or verbal expression of consideration or respect for others
- c. Salutes are rendered to:
  - (1) Ships
  - (2) High-ranking individuals
  - (3) Nations
- d. Types of Honors:

##### RELATED INSTRUCTOR ACTIVITY

- 3. Show Transparency 12-1-6, Military Honors and Courtesies.

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##### DISCUSSION POINT

- (1) Passing honors are rendered by ships and boats when vessels, embarked officials, or embarked officers pass (or are passed) close aboard
  - (a) Such honors are exchanged between U.S. Navy ships, the Coast Guard and between U.S. Navy ships and most foreign Navy ships
  - (b) Procedures for passing honors aboard ship:
    - 1) On the signal of "Attention," all hands in view on deck (starboard or port as indicated by the number of blast) should come to attention and face outboard
      - a) One blast - attention to starboard
      - b) Two blast - attention to port

##### RELATED INSTRUCTOR ACTIVITY

- (1) Note: "close aboard" means passing within 600 yards for ships and 400 yards for boats.
- (b) Show Transparency 12-1-7, Passing Honors Procedures.
  - 1) Note: Signals are given by police whistle on small ships and by bugle on large ships.

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##### DISCUSSION POINT

- 2) At the sound of one blast, all hands in view and not in ranks should salute
  - 3) At two blasts, persons saluting should bring their hands back to their sides, but remain at attention
  - 4) At three blasts, carry on
- (c) Procedures for passing honors aboard boats:
- 1) Flag officers, unit commanders, or commanding officers in uniform embarked in boats should be saluted by all persons on the quarterdeck

##### RELATED INSTRUCTOR ACTIVITY

- 2) Note: When personnel are in ranks, only the division officer and the division petty officer should salute. All other persons should stand at attention.

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##### DISCUSSION POINT

- 2) Manning the rail consists of the ship's company lining up at regular intervals along all weather deck rails
- (2) Side honors are rendered to officials or officers as they board and depart a Navy ship
  - (a) The honor consists of parading the proper number of side boys and piping the side
  - (b) The number of side boys paraded varies from two to eight depending on the rank of the individual being saluted
  - (c) When called away, side boys form two ranks facing each other to form a passageway at the gangway
  - (d) When the Boatswain's Mate begins to pipe the call "Over the Side," the side boys:

##### RELATED INSTRUCTOR ACTIVITY

- 2) Show Transparency 12-1-8, Manning the Rail.
- (2) Show Transparency 12-1-9, Side Honors.
  - (a) Note: Enlisted women may be detailed to this duty, but they are still called side boys.
  - (b) Note: Side boys are always an even number.

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##### DISCUSSION POINT

##### RELATED INSTRUCTOR ACTIVITY

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|--|---|---|
| <ul style="list-style-type: none"><li>1) Salute in unison</li><br/><li>2) Hold the salute until the last note of the call</li><br/><li>3) Then drop their hands smartly to their sides</li></ul> | <ul style="list-style-type: none"><li>(3) Gun salutes are rendered to high-ranking individuals, to nations, and to celebrate national holidays</li><br/><li>(a) The salute always consists of an odd number of guns, ranging from:<ul style="list-style-type: none"><li>1) Five for a vice consul</li></ul></li></ul> | <ul style="list-style-type: none"><li>(3) Show Transparency 12-1-10, Gun Salutes.</li></ul> |
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##### DISCUSSION POINT

##### RELATED INSTRUCTOR ACTIVITY

- 2) to twenty-one for the President of the United States and for rulers of foreign nations recognized by the United States
  
- (b) Military officers below the rank of commodore are not entitled to gun salutes
  
- (c) Only one gun is fired at a time with intervals of about five seconds
  
- (d) During the gun salutes, persons on the quarterdeck, or in the ceremonial party, should render the hand salute
  
- (e) Gun saluted also mark special occasions in our country's history. On the following days, a standard 21-gun salute is fired at 1-minute intervals starting at 1200
  
- 1) President's Day



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##### DISCUSSION POINT

##### RELATED INSTRUCTOR ACTIVITY

2) Memorial Day

3) Independence Day

4. Colors' Ceremony

4. Reference Military Requirements for Petty Officer Third Class, NAVEDTRA 12044.

a. Ceremonial hoisting and lowering of the National Ensign at 0800 and sunset is known as morning and evening colors

a. Show Transparency 12-1-11, Colors' Ceremony.

(1) Our National Ensign, along with the Union Jack, is referred to as colors

(a) The National Ensign is flown from the flagstaff on the ship's stern

(a) Show Transparency 12-1-12, National Ensign/Union Jack.

(b) The Union Jack is flown from the jack staff on the ship's bow

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##### DISCUSSION POINT

##### RELATED INSTRUCTOR ACTIVITY

- (2) Ships that are underway, do not hold morning or evening colors because the ensign is flown all the time
  - b. Our National Ensign must always be treated with the greatest respect
    - (1) It should always be folded, stowed, and displayed properly
    - (2) It should never touch the ground or the deck
  - c. Colors' Ceremony Procedures - on shore and ships in port, render honors as follows:
    - (1) In uniform, but not in ranks, face the ensign and give the hand salute
- c. Show Transparency 12-1-13, Colors' Ceremony Procedures.

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##### DISCUSSION POINT

##### RELATED INSTRUCTOR ACTIVITY

- (2) In ranks, you will be called to attention. Person leading ranks will salute
- (3) Driving a vehicle - stop and sit at attention, but don't salute
- (4) In a boat, remain at attention, standing or sitting
- (5) In civilian attire - face the ensign at attention and place right hand over your heart. Take off hat, if wearing one

- (5) Show Transparency 12-1-14, Hand Salute Procedures.

#### 5. Summary

#### 5. Show Transparency 12-1-15, Summary.

- a. Hand Salute
- b. Military Honors and Courtesies

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##### RELATED INSTRUCTOR ACTIVITY

c. Colors' Ceremony

6. Assignment

a. None

7. Evaluation

a. None